



HOPI GUIDANCE CENTER

PSYCHIATRIST

INTRODUCTION: This position is responsible for providing clinical services and supervision and consultation to all Hopi Guidance Center (HGC) programs by performing outpatient psychiatric services (i.e., assessments, treatment, guidance, psychotherapy) within applicable psychiatry standards, and adherence to tribal, federal, and state policies and procedures.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Provides general clinical oversight and supervision for HGC behavioral health service staff including the conduct of weekly peer review sessions; identifies additional behavioral health needs and takes part in contributing to thoughtful, workable solutions to upgrade both the scope and quality of service delivery (e.g., neurodevelopmental assessment and attendant treatment; evaluating treatment outcomes and effectiveness).
2. Performs diagnoses based on DSM-IV, TR, performs assessments, develops and reviews treatment plans for patients with mental, emotional, and/or behavioral disorders and/or problems; documents, charts and prepares timely reports as required.
3. Reviews and approves/disapproves decisions for inpatient and residential treatment and placement, oversees provision of psychotropic medications as needed including prescriptions and medical management.
3. Provides family, individual and group therapy, as appropriate.
4. As appropriate, provides forensic service to the court, jail, and juvenile detention center, performs consultation, services, and attends court hearings regarding involuntary commitments.
5. Participates in collaborative MDT, GAT and ICAJ meetings.
6. Networks with a wide range of agencies and tribal departments integral to the delivery of integrated behavioral health service delivery including school/educational institutions, Indian Health Service, and the Bureau of Indian Affairs.
7. Responsible for developing and facilitating a tele-behavioral, tele-psychiatry conferencing capability with a spectrum of staff and agencies on and off the Hopi Reservation.
8. Provides periodic formal and in-service trainings and seminars to HGC staff and personnel with other agencies according to targeted needs and interests.
9. Maintains strict standards of confidentiality as identified by the mental health and substance abuse profession, federal confidentiality as identified by the mental health and substance abuse professions, federal confidentiality requirements of drug and alcohol treatment, HGC policies and procedures, Northern Arizona Regional Behavioral Health Authority (NARBHA) policies and The Joint Commission (JCAHO) standards.

COMPLEXITY: The work consists of highly complex duties involving different and unrelated processes and methods. Decisions depend upon the analysis of the subject, and the phase or issues involved in each assignment. The chosen course of action may have to be selected from many alternatives with consideration of complex systems and a lack of resources on the reservation, and which are in compliance with accepted program objectives, Hopi Tribal Specific Health Plan, tribal/HGC policies and procedures, and established clinical practices.

SUPERVISION RECEIVED: The incumbent is under the general supervision and line authority of the Administrative Director. The incumbent and supervisor, in consultation, develop the projects, expected results and timelines. The incumbent is responsible for planning and carrying out assignments, resolving most conflicts that arise, and coordinating assignments with others as necessary. The supervisor is kept informed of the progress and potentially controversial matters.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, patients, Indian Health Service (IHS), Bureau of Indian Affairs (BIA), NARBHA, JCAHO and the general public. The purpose of these contacts is to exchange factual information, provide consultation, services and assistance, coordinate work efforts, and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office

machines/equipment. The work may extend beyond the normal eight (8) hour daily schedule and will require the incumbent to maintain a flexible schedule to meet the demands of this job classification. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

A. Education : M.D. in Psychiatry from an accredited School of Medicine;

AND

B. Training : Successful completion in Psychiatric residency training program;

AND

C. Experience : Six (6) years work experience practicing psychiatry and clinical experience in community mental health and managed care.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge:

Knowledge of JCAHO, IHS and applicable federal and state standards for mental health
Knowledge of the principles, techniques, and trends in psychiatry
Knowledge of and appreciation for American Indian culture and traditions in the application of treatment practices
Knowledge of the socio-economic and cultural environment of the Hopi Reservation

B. Skills:

Skill in verbal and written communications
Skill in developing timely professional reports, treatment plans, and other clinical documents
Skill in analyzing results
Excellent skill in human and public relations

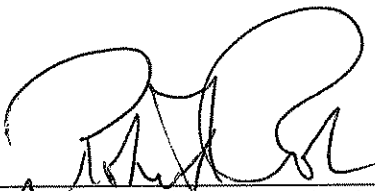
C. Abilities:

Ability to write patient progress notes and reports
Ability to interpret and comply with NARBHA, JCAHO and HGC policies and procedures and all applicable federal and state regulations and requirements
Ability to maintain strict confidentiality of all client information
Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Eligible to become Board certified/accredited in Psychiatry within the State of Arizona.
2. Must possess a valid Arizona Driver's License and complete & pass the Hopi Tribe's Defensive Driving Course.
3. Must have current and full licensure as a Psychiatrist or board certified to practice Psychiatry; may include other licenses permitted by law to provide patient care services independently.

REVIEWED BY: _____


Hiring Authority

7/13/07
Date

APPROVED BY: _____


Personnel Director

07-13-07
Date

Salaried – Sensitive: Negotiable, DOE
07/2007(nfp)